

VACANCY: SUPERVISOR GRADE III

Bank of Baroda, (Government of India undertaking) is a Bank with an international presence including -8- branches in Fiji.

Applications are invited from suitable candidates fulfilling the eligibility criteria to fill present vacancy of **Supervisor Grade III on Contractual basis**. The eligibility parameters are as under:

SN	Parameter	Requirement
1.	Qualification	Certificate or Diploma or Degree in Accounting, Commerce, Economics, Management, Business, Banking or Finance.
2.	Experience	At least -4- (four) years of work experience.
3.	Key Responsibility Areas	Supervisor is an important position in the team and provides wide role encompassing among the other areas, the following job responsibilities and functions to be performed under the direction of Manager/Deputy Manager/ Assistant Manager and Territorial Management Team: <ol style="list-style-type: none"> 1. To identify new business opportunities / conduct customer outreach programs. 2. To actively involve and meaningfully assist the Manager/Deputy Manager/ Assistant Manager in the development of business and maintenance of liaison with customers. 3. Strong Sales and Relationship Management skills. 4. Deepening Relationship with existing and potential Clients. 5. Ability to carry out due diligence procedures
3.	Key Skills & Abilities (Preferable)	<ol style="list-style-type: none"> 1. Excellent analyzing, planning and organizing skills. 2. Demonstrate active learning skills, effective communication skills (oral & written) and ability to deliver customer satisfaction while adhering to Bank guidelines, procedures and standards. 3. Strong customer orientation, high attention to details and work with due diligence. 4. Proficient in MS Office (Word & Excel) 5. Be self-motivated, have learning agility and possess Career progression-oriented perspective.

SELECTION PROCESS

Candidate should be Fiji citizen. Short listed candidates meeting the above criteria will be contacted

SALARY AND BENEFITS

The Bank offers one of the best compensations in the industry. The salary and other benefits will be as applicable to Supervisor (Grade III) at present.

APPLICATION PROCESS

Interested candidates may submit their applications in the prescribed format. Written application must be submitted in Bank of Baroda (Fiji Operations) Employment Application Form which can be downloaded from the Bank of Baroda (Fiji Operations) website www.bankofbaroda-fiji.com.

Mandatory enclosures with application are: (1) Curriculum Vitae having contact details i.e. Mobile No., E-mail Id & Address (2) Certified copies of qualification certificates (3) Copy of Equivalent certificate (if applicable) (4) Copy of experience certificate/ details (5) Copy of Birth Certificate (6) Copies of ID & address Proof (7) Two (-2-) Passport sized photographs (8) Two (-2-) Professional references.

Applications must be addressed to:

**The Chief Executive
Bank of Baroda (Fiji Operations)
86-88 Marks Street
2nd Floor, Bank of Baroda Building,
P.O Box 57
SUVA**

Application may also be submitted through email to: hrm.fiji@bankofbaroda.com

Last Date of receiving application: Friday 16-08-2024 at 4.00 p.m. Applications received after the last date will not be considered.